

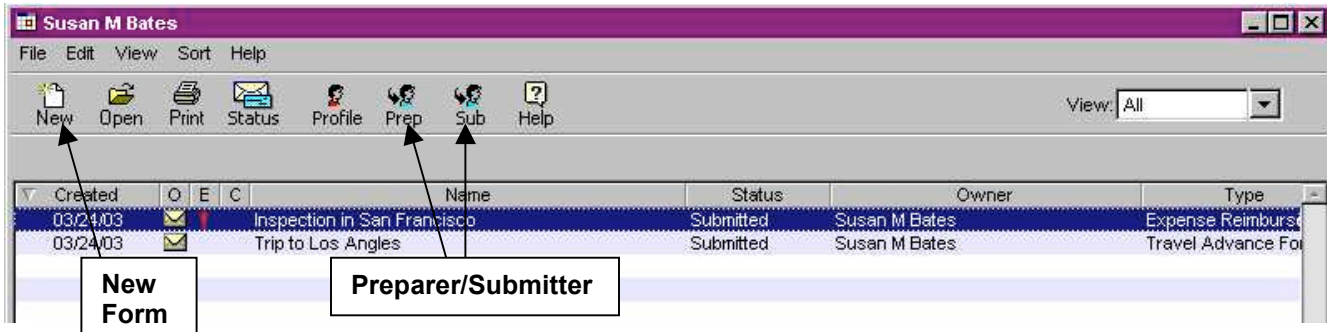
Create Travel Advance

These instructions will assist you in **Creating** a new Travel Advance. Instructions for creating a Travel Advance start on the Work Queue screen (the first screen displayed after signing in to the CalATERS system). Listed below is a table of contents identifying the steps required in creating a Travel Advance.


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I. Work Queue

Please note that within the following instructions there are separate procedures for those requesting Travel Advances for yourself versus Travel Advances that are being keyed for another employee by a Submitter or Preparer (Submitters and Preparers are employees within the department that have been designated by an individual to complete a Travel Advance on their behalf).



For Employees Requesting Their Own Travel Advance:

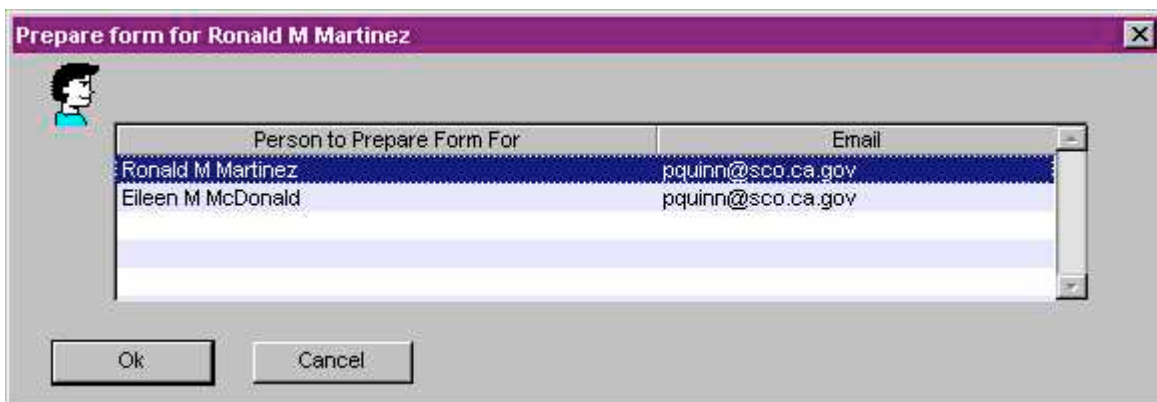
At the top of the **Work Queue** screen click on the  icon. Proceed to New Forms List on the following page.

For Submitters or Preparers Requesting a Travel Advance for Another Employee:

Click on the  icon for Submitters or the  icon for Preparers.


Note: These icons will not display, if you have not been selected by an employee as their Preparer or Submitter.

Click on the name of the employee for which you will be creating the Travel Advance.

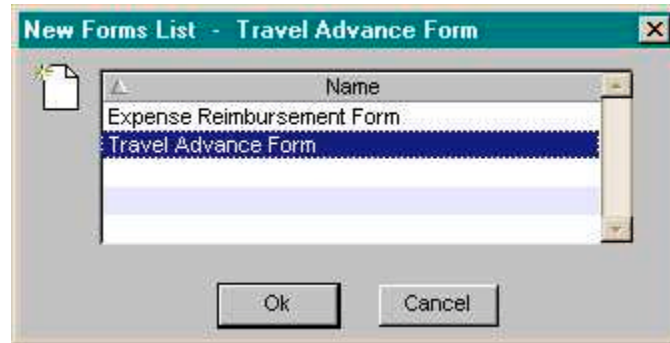


I. **Work Queue** (continued)

New Forms List

Click on Travel Advance Form, then click the  button.

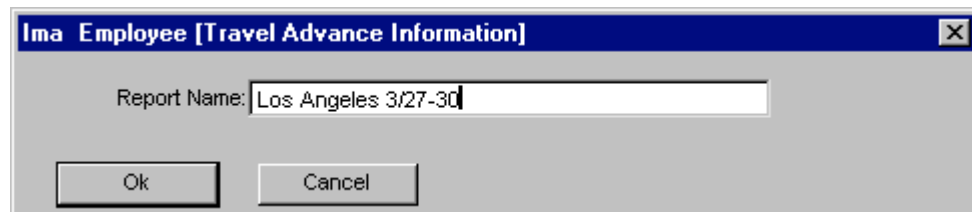
Note: If the **New Forms List** does not display, your department does not use the Travel Advance form on CalATERS.




Travel Advance Information

Key a name for the Travel Advance in the **Report Name** field. Note: Your department may have a form naming policy.

Click the  button.



II. **Exit and Save the form**

At any point during the creation of a Travel Advance you may exit and save the information. To exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the **X** .

A Save Confirmation box will appear:




Click on **Yes** to save the changes. This action will take you back to the **Work Queue**.


III. Adding a Note to the Travel Advance

The Note Log function is a multi-purpose feature. Notes may be used to provide additional information about the Travel Advance request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

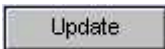


To access the Note Log functions click on the  icon. Notes can be accessed and updated from any screen within the form.


To Add a Note:

- 1) Type in the desired information in the **Subject** field.
- 2) Type in the desired information in the **Comment** field.
- 3) Click on .

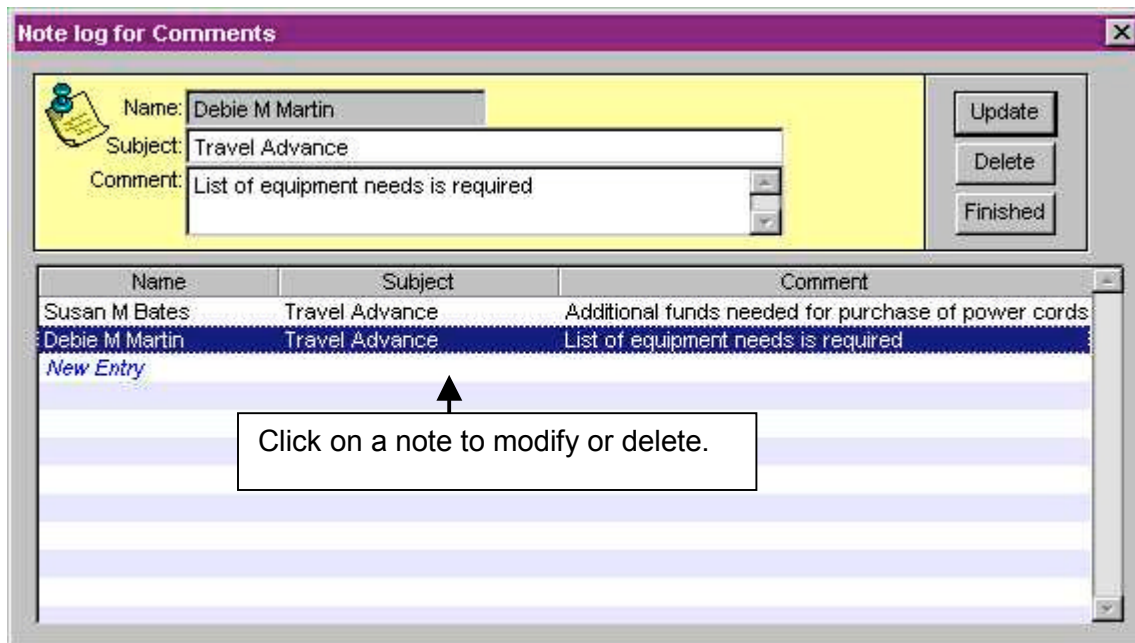
To Modify a Note (only the creator can modify a Note):

- 1) Click on the note to be modified.
- 2) Type in the corrected information in the **Subject** or/or **Comment Name** area.
- 3) Click on .

To Delete a Note (only the creator can delete a Note):




- 1) Click on the note to be deleted.
- 2) Click on .

When all Notes have been updated/deleted, click .



The screenshot shows a window titled "Note log for Comments". It contains a form for adding or editing a note and a table of existing notes.

Note Form:

- Name:
- Subject:
- Comment:
- Buttons: , , 

Notes Table:

Name	Subject	Comment
Susan M Bates	Travel Advance	Additional funds needed for purchase of power cords
Debie M Martin	Travel Advance	List of equipment needs is required
New Entry		

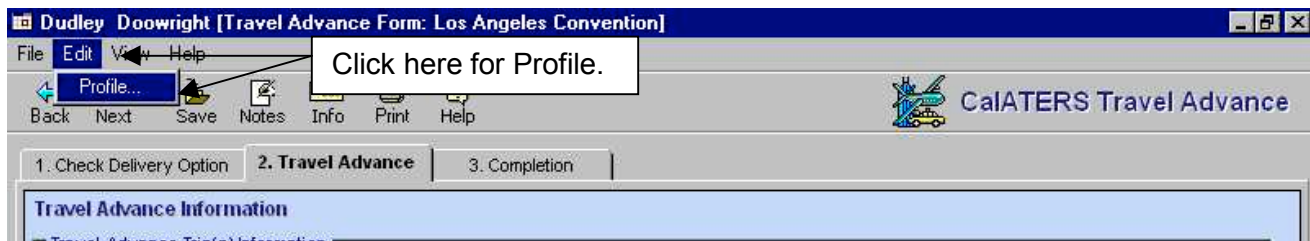
An arrow points to the "Debie M Martin" row in the table, with a callout box stating: "Click on a note to modify or delete."

IV. Profile Information

Profile information used for this Travel Advance is viewable from any screen within this Travel Advance request. The system will take a “snap shot” image of the Profile at the time the form is created. Updates to the Profile will not change the “snap shot” image attached to this form.

If Profile information that impacts the auditing of the form is inaccurate, the form may be returned or disapproved and the Profile must be corrected. A new form must then be created.

To access the attached employee Profile, click **Edit** from the **Menu Bar**, then click **Profile**. The Profile screen will display.



Profile screen will display with the current information. If the information on the Profile is incorrect (e.g. incorrect approver), update the profile. Instructions for making changes to the Profile are in [Update Your Profile](#) located on the CalATERS web site. For Submitters or Preparers who do not have employee profile update capability, contact the employee to correct the Profile information.

Profile Information

User ID: EMPL139

Type of Requestor: Employee

Last name: Bates

First name: Susan

MI: M

Email address: testsample@abc.ca.gov


Business Phone: 916-444-4444

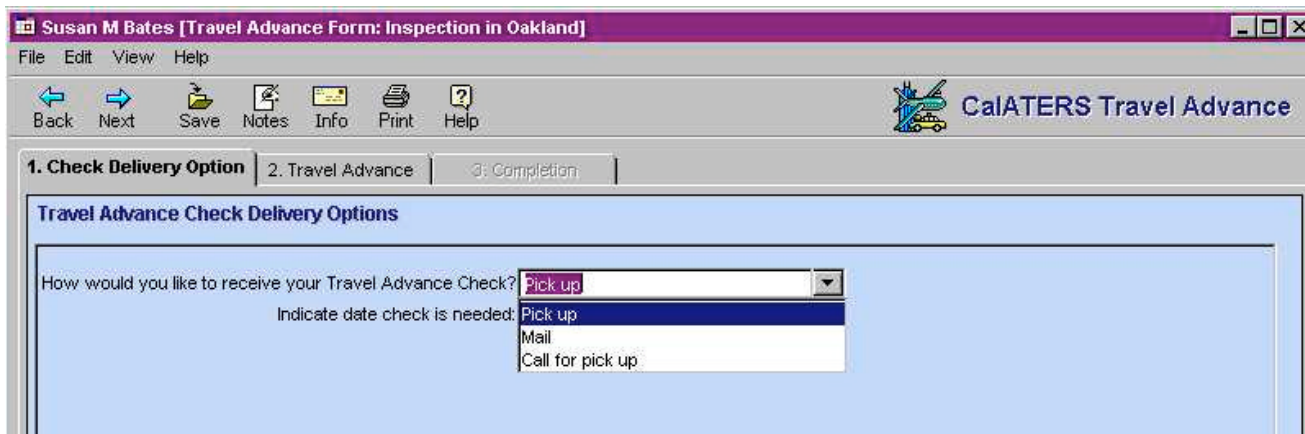
CB Description: Rank/File - Admin/Finan/Staff Svcs

You are enrolled in Direct Deposit: N

Finished Cancel Back Next

V. Check Delivery Options Tab

Click the down arrow , then click on a delivery option. Additional information may be required depending on the selection that is made.




There are 3 methods of delivery for Travel Advances:

- 1) **Pick up** – requires no additional information
- 2) **Mail** – When **Mail** is clicked, a second set of selections will display. Click on:
 - Profile** – Will display the Profile – Mailing Address. If the Travel Advance should be sent to a different address, use the next option “**Other**”.
 - Reminder:* If the Profile – Mailing Address requires correction, instructions are in [Update Your Profile](#) located on the CalATERS web site.
 - Other** – Will allow you to request a mailing address different than the Profile mailing address.
- 3) **Call for Pick up** – Will allow you to place a phone number to be contacted when the Travel Advance is ready for pick up.

Click on the desired method of delivery and complete any additional fields.

Continued on next page


V. Check Delivery Options Tab (continued)


Indicate date check is needed field - You may key the information directly into the field or click the calendar  button. To advance the calendar to the next month, point the cursor to the "►" symbol located to the right of the month/year, then click on the date.

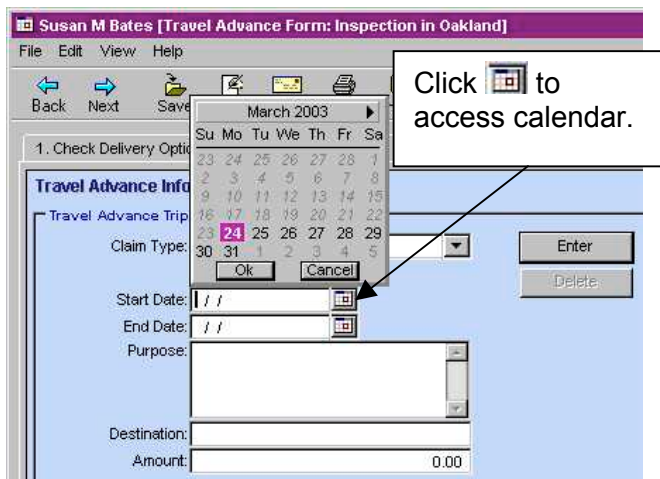
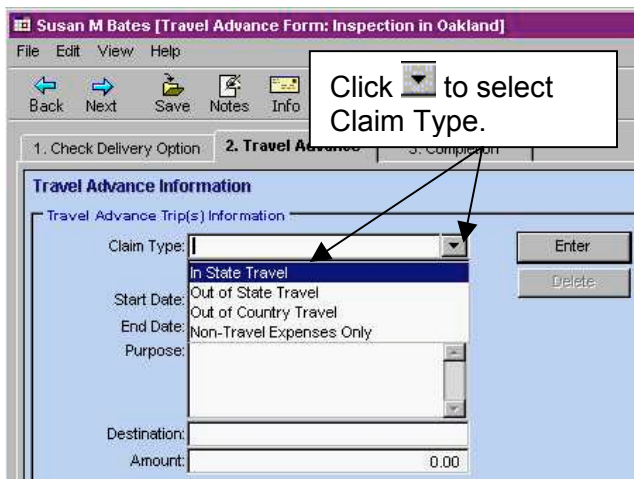


Click on tab **2. Travel Advance**.

VI. Travel Advance Tab

Click the down arrow  in the Claim Type field. Click on the desired Claim Type (For definitions of Claim Types, click Definitions from the CalATERS web site.

Select a **Start** and **End Date**. You may key the information directly into the fields or use the calendar  button.

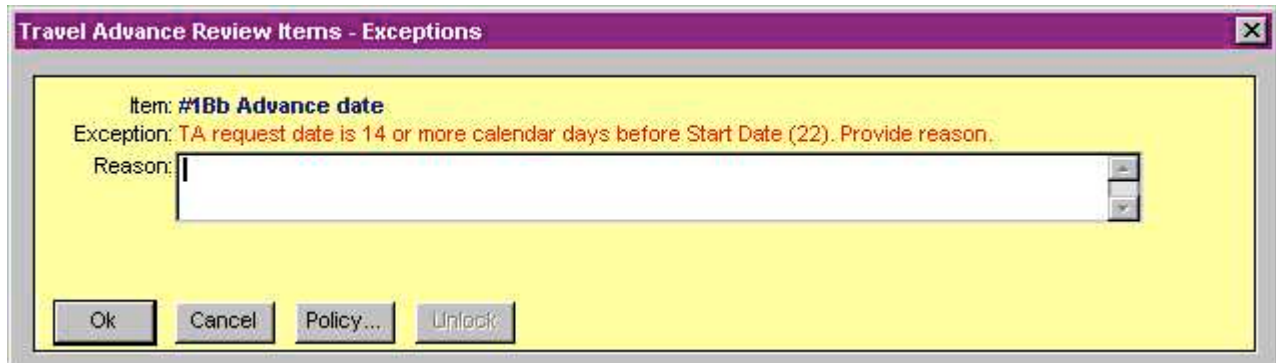


Complete all remaining fields then click .

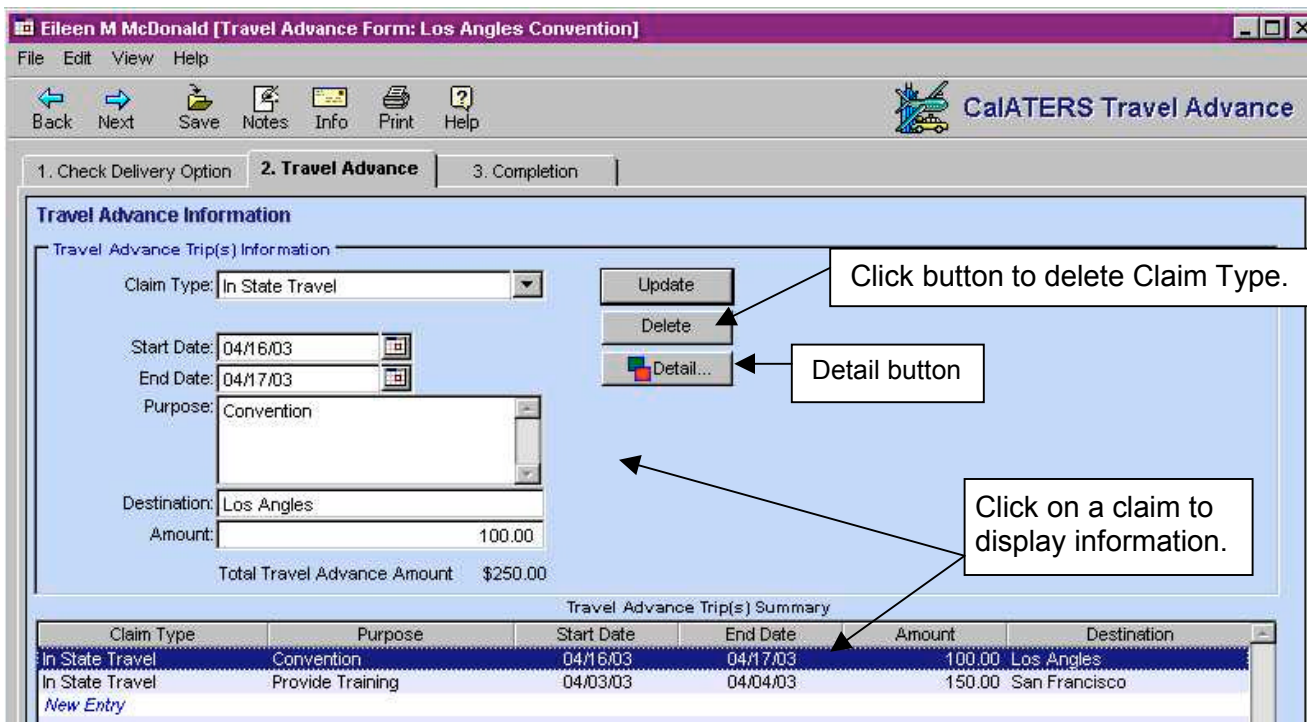
Continue on next page

VI. Travel Advance Tab (continued)

System rules are established based on your department's travel advance policies. When rules are transgressed the **Travel Advance Review Items – Exceptions** screen will appear. Departments may elect to display additional information when the **Policy...** button is clicked. Complete the information requested, then click **Ok** to update.



After the screen has been updated a **Detail...** button will appear. Clicking on this button will display the **Travel Advance Review Items – Exceptions** screen.




Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	Convention	04/16/03	04/17/03	100.00	Los Angeles
In State Travel	Provide Training	04/03/03	04/04/03	150.00	San Francisco

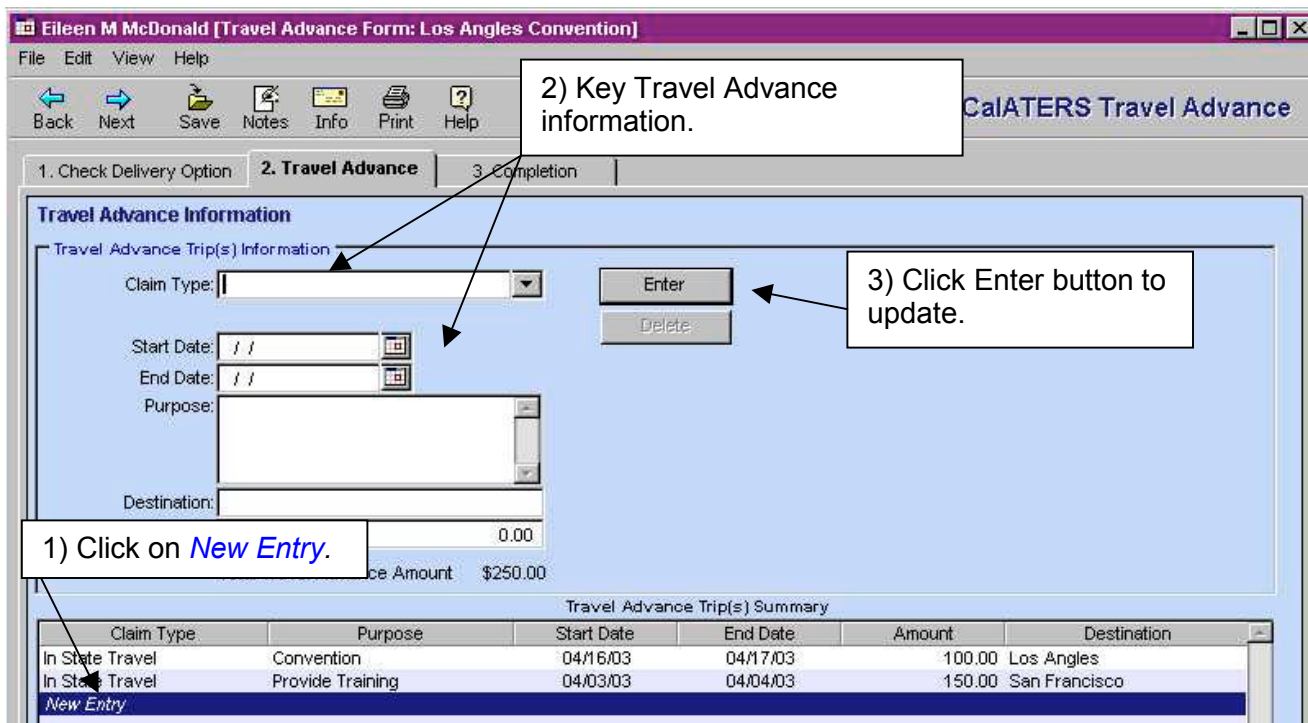
A claim can be deleted or information changed by highlighting the **Claim Type** in the **Travel Advance Trip(s) Summary** area. To delete a Claim Type, click on the claim to be deleted in the **Travel Advance Trip(s) Summary** area, then click the **Delete** button.

Continue on next page

VI. Travel Advance Tab (continued)

If additional **Travel Advance claims** are being added, after entering the first request:

- 1) At the bottom of the screen in the **Travel Advance Trip(s) Summary** field, **New Entry** must be highlighted. Travel Advance information fields will be blank.
- 2) Select the new **Claim Type** (instructions from previous page) and complete the fields with the new information.
- 3) Click  to add the new request.
- 4) Repeat the above step for each additional Claim Type.



CalATERS Travel Advance

1. Check Delivery Option | **2. Travel Advance** | 3. Completion

Travel Advance Information

Travel Advance Trip(s) Information

Claim Type:

Start Date:

End Date:

Purpose:

Destination:

Amount: 0.00

Balance Amount: \$250.00

Travel Advance Trip(s) Summary

Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	Convention	04/16/03	04/17/03	100.00	Los Angeles
In State Travel	Provide Training	04/03/03	04/04/03	150.00	San Francisco
New Entry					

At the bottom of the screen, the **Travel Advance Trip(s) Summary** will list all Claim Types requested.

When all **Claim Types** have been keyed, click tab **3. Completion**.

VII. Completion Tab

Within **3. Completion** tab, there are three additional tabs.

Review Items Tab

This screen will list items where a **Travel Review Item – Exception Reason** was required due to department policy.

Listed below are fields that may appear on the tab:

Reason field– Will display the reason given for the expense. Changes can be made by clicking in the box and keying in the new information.

At the bottom of the screen are buttons for **Next** and **Back** which will take you to the next or previous review item.

Departments may elect to display additional information when the **Policy...** button is clicked.

Click on the next tab **Summary**.

The screenshot displays the 'CalATERS Travel Advance' software window. The title bar reads 'Ima Employee [Travel Advance Form: Los Angeles 3/27-30]'. The menu bar includes 'File' and 'Help'. The toolbar contains icons for 'Back', 'Next', 'Save', 'Notes', 'Info', 'Print', and 'Help'. The main window has three tabs: '1. Check Delivery Option', '2. Travel Advance', and '3. Completion'. The '3. Completion' tab is active. Below the tabs, there is a 'Form Completion' section with three sub-tabs: 'Review Items', 'Summary', and 'Travel Advance Submission'. The 'Review Items' sub-tab is selected. It displays a table with the following columns: 'Item', 'Comment', and 'Status'. The first row shows an item with a red exclamation mark icon, the text '#1Ba Advance date TA request date is 5 or less calendar days before Start Date (3). Provide reason.', and a status of 'Complete'. Below the table, there is a yellow box containing the item details: 'Item: #1Ba Advance date', 'Exception: TA request date is 5 or less calendar days before Start Date (3). Provide reason.', and a 'Reason' field with the text 'Emergency Training'. At the bottom of the yellow box are three buttons: 'Next', 'Back', and 'Policy...'.

Item	Comment	Status
#1Ba Advance date	TA request date is 5 or less calendar days before Start Date (3). Provide reason.	Complete

Item: #1Ba Advance date
Exception: TA request date is 5 or less calendar days before Start Date (3). Provide reason.
Reason: Emergency Training

Next Back Policy...

VII. Completion Tab (continued)

Summary Tab

Verify this screen. This screen summarizes the data from the previous screens. If information is not correct click on tab **1. Check Delivery Option** or tab **2. Travel Advance** and correct the information as appropriate.

If the information on the **Summary** screen is correct, click on the **Travel Advance Submission Tab**.

Click on the next tab **Travel Advance Submission**.

Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	Provide Training	03/27/01	03/28/01	100.00	Ponoma
In State Travel	Provide Training	03/29/01	03/30/01	200.00	Los Angeles

VII. Completion Tab (continued)

Travel Advance Submission

This screen is used to submit the Travel Advance and to identify the person(s) responsible for approving the Travel Advance. If the approver is missing, incorrect or requires an alternate approver or additional approvers procedures are provided on the following pages.

Note: Approvers cannot be added or changed by a Preparer.

The screenshot shows the 'CalATERS Travel Advance' application window. The title bar reads 'Eileen M McDonald [Travel Advance Form: Los Angeles Convention]'. The menu bar includes 'File', 'Edit', 'View', and 'Help'. The toolbar contains icons for 'Back', 'Next', 'Save', 'Notes', 'Info', 'Print', and 'Help'. The main window has three tabs: '1. Check Delivery Option', '2. Travel Advance', and '3. Completion'. Under the '3. Completion' tab, there are sub-tabs: 'Form Completion', 'Review Items', 'Summary', and 'Travel Advance Submission'. The 'Travel Advance Submission' sub-tab is active. It displays a 'Submission' status with a 'Next approver is Debbie M Martin'. A 'Current Approver' label points to the 'Next approver' text. To the right, there are two buttons: 'Change Approver' and 'Add Approver'. A callout box 'Add an approver if no approver displays or change the approver.' points to the 'Change Approver' button. Another callout box 'Add Additional Approver' points to the 'Add Approver' button. The main text area contains a declaration: 'I have submitted this travel advance because it is necessary to defray my expense(s) while on official business for the State of California. I understand that this is a loan given for the anticipated expenses that will be incurred. Within 30 calendar days from check issuance, I will fully repay the entire amount of the travel advance in one of the following ways:'. Below this is a list of four options: 1) Submit an expense reimbursement request sufficient to offset the entire amount of the travel advance; 2) return the travel advance check; 3) submit a personal check, money order, or cash repayment to offset the entire amount of the travel advance; or 4) submit the combination of an expense reimbursement request, personal check, money order, or cash repayment of the unused balance of the travel advance. At the bottom, there is a statement: 'If I have not fully repaid the advance within 30 calendar days of check issuance, I authorize my department to deduct any outstanding amount from my next salary warrant.' Below this statement is a 'Password' field and a 'Submit' button.

1. Check Delivery Option | 2. Travel Advance | 3. Completion

Form Completion | Review Items | Summary | Travel Advance Submission

Submission Next approver is Debbie M Martin

Current Approver

Add an approver if no approver displays or change the approver.

Add Additional Approver

Change Approver

Add Approver

I have submitted this travel advance because it is necessary to defray my expense(s) while on official business for the State of California. I understand that this is a loan given for the anticipated expenses that will be incurred. Within 30 calendar days from check issuance, I will fully repay the entire amount of the travel advance in one of the following ways:

- 1) Submit an expense reimbursement request sufficient to offset the entire amount of the travel advance;
- 2) return the travel advance check;
- 3) submit a personal check, money order, or cash repayment to offset the entire amount of the travel advance; or
- 4) submit the combination of an expense reimbursement request, personal check, money order, or cash repayment of the unused balance of the travel advance.

If I have not fully repaid the advance within 30 calendar days of check issuance, I authorize my department to deduct any outstanding amount from my next salary warrant.

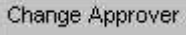
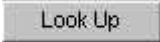
Password

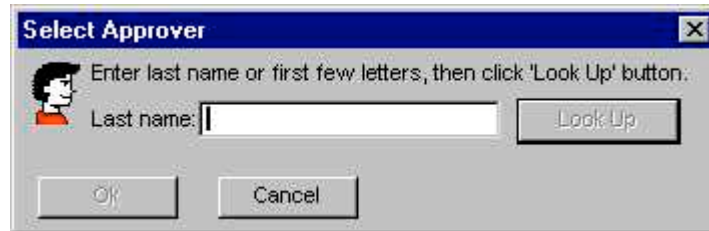
Continued on next page

VII. Completion Tab (continued)

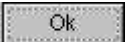
Travel Advance Submission (continued)

To Change or Add an Alternate Approver:

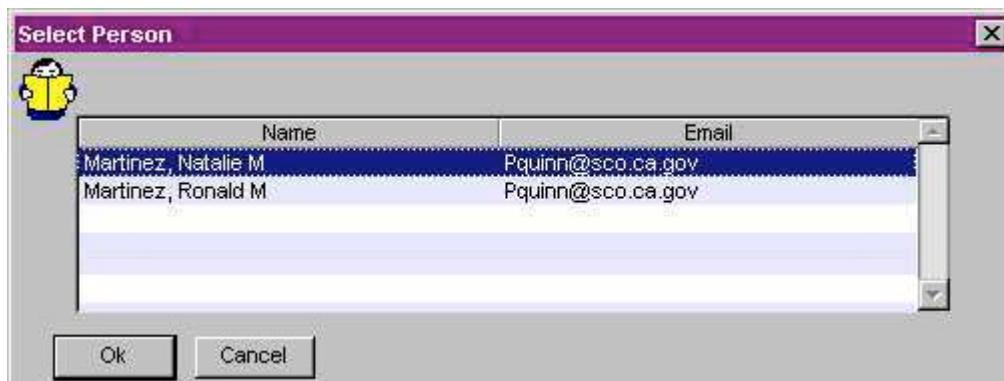
- 1) Click on the  button. The **Select Approver** screen will display.
- 2) Key the last name of the approver, then click .



The 'Select Approver' dialog box has a blue title bar with a close button. It contains a small icon of a person, the instruction 'Enter last name or first few letters, then click 'Look Up' button.', a text input field labeled 'Last name:', a 'Look Up' button, and 'Ok' and 'Cancel' buttons at the bottom.

- 3) The **Select A Person** screen will display. To change the approver, click on the desired name, then click the  button. The Travel Advance will go to the selected approver and a copy of the form will be sent to your default approver.

Note: If the change to the default approver should apply to all future Travel Advances and Expense Reimbursements, correct the approver on the Profile. Specific information regarding the Profile can be found in [Update Your Profile](#) instructions located on the CalATERS web site.



The 'Select Person' dialog box has a purple title bar with a close button. It contains a small icon of a person with a book, a table with two columns: 'Name' and 'Email', and 'Ok' and 'Cancel' buttons at the bottom.

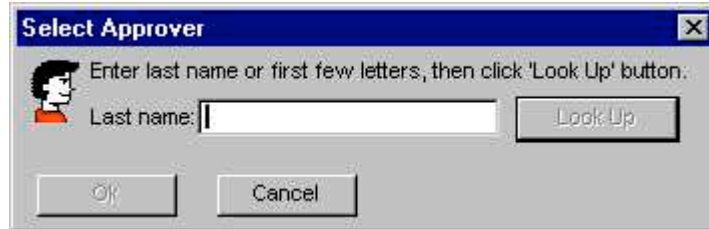
Name	Email
Martinez, Natalie M	Pquinn@sco.ca.gov
Martinez, Ronald M	Pquinn@sco.ca.gov

Continued on next page

VII. Completion Tab (continued)
Travel Advance Submission (continued)

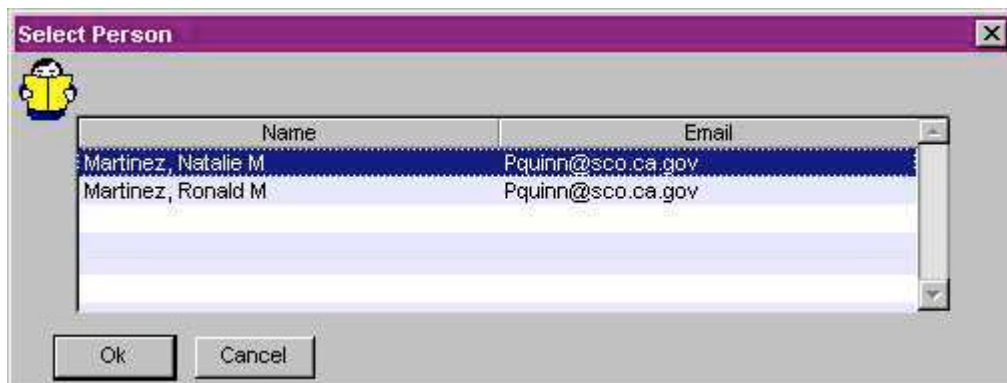
To Add an Approver in addition to the Current Approver:

- 1) Click on the **Add Approver** button. The **Select Approver** screen will display.
- 2) Key the last name of the approver, then click **Look Up**.



The 'Select Approver' dialog box has a title bar with a close button. Inside, there is a small icon of a person and the instruction 'Enter last name or first few letters, then click 'Look Up' button:'. Below this is a text input field labeled 'Last name:' and a 'Look Up' button. At the bottom are 'Ok' and 'Cancel' buttons.

- 3) The **Select A Person** screen will display. To add the approver, click on the name, then click the **Ok** button. The Travel Advance will first be routed to the Default Approver, then to the added approver.

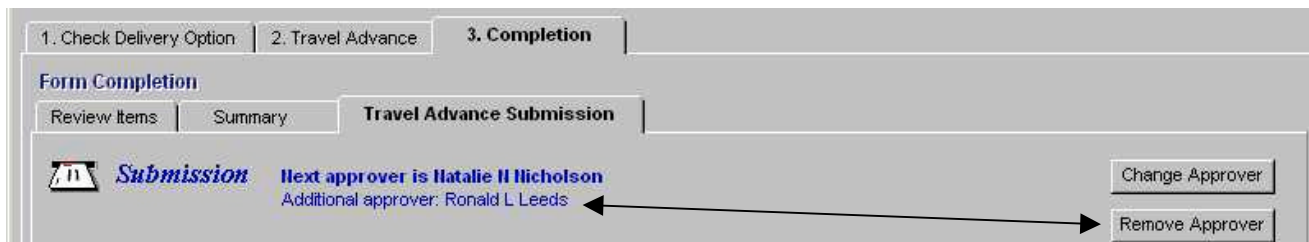


The 'Select Person' dialog box has a title bar with a close button. It features a small icon of a person and a table with two columns: 'Name' and 'Email'. The table contains two entries: 'Martinez, Natalie M' with email 'Pquinn@sco.ca.gov' and 'Martinez, Ronald M' with email 'Pquinn@sco.ca.gov'. The first entry is highlighted. Below the table are 'Ok' and 'Cancel' buttons.

Name	Email
Martinez, Natalie M	Pquinn@sco.ca.gov
Martinez, Ronald M	Pquinn@sco.ca.gov

To Remove an Added Approver:

Click on the **Remove Approver** button.



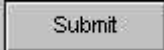
The 'Form Completion' screen shows three tabs: '1. Check Delivery Option', '2. Travel Advance', and '3. Completion'. The '3. Completion' tab is active. Below the tabs are 'Review Items' and 'Summary' buttons. The main area shows 'Submission' with a calendar icon. It states 'Next approver is Natalie H Nicholson' and 'Additional approver: Ronald L Leeds'. To the right are 'Change Approver' and 'Remove Approver' buttons. An arrow points from the 'Remove Approver' button to the 'Additional approver' text.

The added approver will be removed.

VII. Completion Tab (continued)

Travel Advance Submission (continued)


Once approvers are established, read the Submission Statement.

To submit your Travel Advance, click in the **Password** field and key your CalATERS sign in password then click the  button.

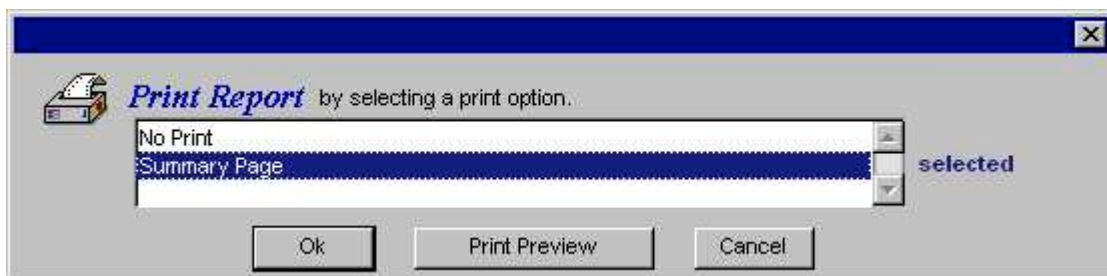
For Employee/Submitters: The Travel Advance will be forwarded to the designated Approver(s). An email will be sent by the system to the Approver to notify him/her that a Travel Advance has been keyed requiring review/approval on CalATERS. When submitted by a Submitter, a "Copy" of the form will be sent to the employee.

For Preparers: Once the Travel Advance is submitted, the form will be forwarded to the employee's **Work Queue** with the Status of **Draft**. The Preparer's **Work Queue** will display the form with the Status of **Prepared**.

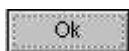
The employee must go into the form from their **Work Queue** and submit the Travel Advance to their Approver(s).

Note: The progress of the form can be monitored using the **Form Status**  button available on your Work Queue. Specific information regarding Form Status can be found in the Work Queue instructions located on the CalATERS web site.

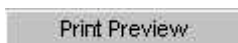
VII. Print Report



Once the Travel Advance is submitted, the **Print Report** screen will display. Click on one of the following options:



Will print the Travel Advance Summary Sheet and exit the Travel Advance. See the following page for a sample of the summary sheet.



Will allow you to view the Travel Advance Summary Sheet.



Will exit the Travel Advance without printing the Travel Advance Summary Sheet.

Continued on next page

VIII. Print Report (continued)

Sample of Travel Advance Summary Sheet

Travel Advance Summary Sheet

Employee Name	<u>Employee, Ina</u>
Report Name	<u>Los Angeles 3/27-30</u>
Total Travel Advance Amount	<u>300.00</u>
Form ID	<u>TAF000000061</u>

TRAVEL ADVANCE TRIP(S) SUMMARY						
Claim Type	Trip Start Date	Trip End Date	Trip Amount	Authorization Number	Purpose	Destination
In State Travel	03/27/01	03/28/01	100.00		Provide Training	Ponoma
In State Travel	03/29/01	03/30/01	200.00		Provide Training	Los Angeles

TRAVEL ADVANCE EXCEPTION(S)		
	Item	Exception
1)	#1Ba Advance date	TA request date is 5 or less calendar days before Start Date (1). Provide reason.
2)	#1Ba Advance date	TA request date is 5 or less calendar days before Start Date (3). Provide reason.